



ALL TOGETHER NOW PROGRAM CHARTER

PURPOSE: All Together Now is a community-based program that empowers youth to create the change they need for improved equitable mental health and wellbeing opportunities in the Chittenden East towns.

We use a Youth Engagement model as an approach to prevention and improved mental health and wellbeing. Youth engagement and empowerment means effectively engaging youth as leaders and partners in planning, tailoring, implementing, and evaluating all programming to support youth-defined strategies for improvement and prevention.

AIMS:

We understand that high levels of poor mental health, suicidality and substance use exist in the youth (12-19) of the 5 Chittenden East Towns that feed into the MMUUSD school district based on years of survey and data collection. And the Chittenden East towns of Chittenden County are one of only a few remaining areas in the state with no local prevention coalition or funding to support prevention efforts as of 2023.

Therefore, we aim to to achieve:

- The establishment of a local prevention coalition for the Chittenden East Towns
- An increase in the number of mental health improvement and prevention opportunities offered to youth ages 12-20.
- Increase in the number of youth trained in Mental Health First Aid
- Increase in the number of MMUUSD students who participate in internships for pay or academic credit.
- Increase knowledge about local and web-based resources available to target audience.
- Increase in the knowledge base of local youth of the intersection between substance use and mental health outcomes
- Increase in the number of youth who feel comfortable intervening when witnessing bullying or bias incidents among peers.

- Decrease in the percentage of MMUUSD students who Felt Sad or Hopeless Almost Every Day for at Least a Two-Week Period
- Decrease the number of days BIPOC and LGBTQ+ students skip school due to safety concerns at or on their way to or from school.

enable the formal transition of "All Together Now" from a coalition of willing partners to a formalized entity with a fiscal agent and the ability to receive state and federal funding to achieve the mission.

We know that our local youth will thrive through the support of this multi-sector collaborative's support and empowerment, along with community partners, because:

- When youth are actively engaged in activities
...which means connecting with others
- They are engaged in primary prevention strategies
- These strategies help them NOT engage in risky behaviors like substance and tobacco use that also lead to poorer mental health outcomes.
- When youth are involved with the design and selection of activities...They are more bought in
- They want to feel heard, listened to
- And see their thoughts put into action
- Youth are talented
- And have solutions

STRUCTURE:

1. Physical Program Structure

- 1.1. An Advisory Board will serve in the capacity of oversight and provide advice when the Program Manager brings high level issues to the board.
- 1.2. There is one paid staff member, a Program Manager who will manage the team of youth interns who receive stipends to manage the project and coordinate communications and activities.
 - 1.2.1. All fiscal, legal and operational tasks will be managed by the Program Manager.
- 1.3. The Intern Team will be the primary communication contacts with the schools with supervision and guidance from the Program Manager.
- 1.4. The Program Manager and Lead Program Intern will manage partner communications and interactions as a team.
- 1.5. All Together Now will be a program underneath a fiscal agent to support payroll, taxes and other regulatory, compliance and legal obligations.

2. Operating Principles

- 2.1. Champion the value, benefits and efficacy of youth empowerment models that focus on elevating and supporting the youth voices.
- 2.2. Conduct any necessary additional surveys or needs assessments of youth in the MMUUSD school district needed to adequately ascertain their views on opportunities and supports to help reduce mental health, suicidality and substance use stressors.
- 2.3. Support a team of youth interns in grades 7 – 12 that conduct outreach and engagement efforts with youth.
- 2.4. Youth will design and implement the identified opportunities, with support from the Program Manager and Community Partners.
- 2.5. Youth interns are the main connection and conduit of information between the school administration, students and staff.
- 2.6. Create a Youth Peer Coach network in the school through existing school mechanisms, facilitated by Youth Interns, Program Manager, and Community Partners based on youth needs and feedback.
- 2.7. Work with MMUUSD and VDH staff to support implementation of the Whole School, Whole Community, Whole Child model to achieve goals outlined in school continuous improvement plans and wellness policies and integrate All Together Now's work into MMUUSD's multi-tiered system of supports.
- 2.8. Improve youth access to needed resources and community connection to youth through the customized resource directory <https://alltogethernow.findhelp.com/>
 - 2.8.1. Contribute to the customized resource directory by adding and suggesting changes to listed resources, as well as promoting use and access of resource directory across the community.
- 2.9. Improve awareness and access among all 5 towns and MMUUSD
- 2.10. Increase connected community resources desired by youth through community outreach.
- 2.11. Work with community partners, youth, business, municipalities and the school to implement youth identified protective factors.
- 2.12. Create opportunities for youth to work, recreate and share.
- 2.13. Create video and social media marketing presence.
- 2.14. Create and monitor impact measures
- 2.15. Build mutually reinforcing relationships with Mount Mansfield Union Unified School District to align and more fully leverage available resources.
- 2.16. Enact an MOU to define the relationship of embedded supports and programming as appropriate.
- 2.17. Secure and maintain a relationship with a fiscal agent/sponsor.
- 2.18. Maintain adequate records to meet legal, regulatory and fiduciary requirements of partners and funders.
- 2.19. Set annual priorities.

3. Effort and Compensation

- 3.1. Youth interns will receive reasonable compensation for their effort and documentation as needed and appropriate to use experiences for educational or

employment opportunities. Funds will be available to compensate youth, remove barriers and provide incentives and amenities for youth to engage in activities as needed and appropriate.

- 3.2. The Program Manager is a paid position.
- 3.3. Advisory Board members volunteer their time.

RESPONSIBILITIES AND DUTIES:

1. PROGRAM MANAGER

The Program Manager shall:

Primary Duties

A. Program Development

- a. Oversee transition of ATN to a Prevention Coalition
- b. Lead the research and documentation efforts in collaboration with Vermont Youth Project, United Way and the All Together Now Advisory Board to determine the optimal legal and financial framework for All Together Now moving forward.
 - i. Includes 501c3 vs fiscal agent structure, MOUs, program divisions and other financially sustainable arrangements

B. Youth Leadership and Empowerment

- a. Supervise and support youth interns including creating project tasks and empowering youth voice and ideas among partners and youth.
- b. Support advertising and recruiting for vacant intern positions.
- c. Hold regular check-ins with youth interns. (See Intern Positions Listed Below)
 - i. Project Lead Intern, Marketing and Outreach, Social media/web Updates, Resources and Data Coordination, Event / Activity Planning and Volunteers Coordination

C. Program Operations

- a. Outreach and communication with partner organizations, community and school districts.
- b. Lead youth and partners in strengthening partnerships with the five sending town select boards, planning commissions and communities.
- c. Support monthly Action Team meetings with Lead Intern in agenda setting and facilitation and any supporting guest speakers or documentation.

D. Funding and Budget

- a. Seek and apply for funding opportunities
- b. Monitor budget
- c. Seek or create fiscal agent

- d. Track stipends, submit invoices

2. PROJECT INTERNS

A. Lead Project Intern:

- a. Communications and Logistics
- b. Coordinate participation between schools, youth and community organizations
- c. Marketing strategy lead for project
- d. Schedule and facilitate Advisory Committee meetings

B. Event / Activity Planning and Volunteer Coordinator Intern:

- a. Review and collate student ideas for protective resources
- b. Work with the advisory team, community organizations and other partners to put events and activities in place.
- c. Work closely with lead project interns and other youth clubs and organizations.
- d. Volunteer Coordination (work closely with Data System, Marketing and Project Leads

C. Marketing and Outreach Intern:

- a. Create communication and outreach materials with a focus on equity
- b. Social Media content and coordination
- c. Primary press contact
- d. Sub-Projects:
 - i. Maintain Instagram Page
 - ii. Generate consistent content for the page

D. Community Resource Intern:

- a. Connect with findhelp team on community needs
- b. Research existing resources pages and youth ideas and needs
 - i. Resources must be direct services for youth, preferably free or reduced cost
- c. Compile spreadsheet (enter data) of resources, update and submit regular updates to findhelp team at support@findhelp.com
- d. Help coordinate “claims” of local resources
- e. Maintain list of contacts and resources
- f. Optional eligibility for findhelp software certification

3. **ADVISORY BOARD**

A. Members:

- a. The Advisory Board will consist of 6-10 members including youth, parents, community members and community-based partners from towns in the Mount Mansfield Union High School District, schools and representatives from municipalities and State and local government.

- b. **Positions:**

- All Advisory Board positions will have a term length of 1 year.

President:

- i. Will schedule and lead the monthly advisory board meetings

Vice-President

- ii. Record keeping of terms, recruitment and fundraising.

Secretary

- iii. Take notes at all of the Advisory Board meetings

Treasurer

- iv. Keep all legal documents in order to meet all of the necessary local, state, and federal requirements.
- c. Members and officers will be nominated and approved by the board.

B. Participation Requirements and Expectations:

Every board member is required to attend each of the meetings, and if they cannot, they must notify the secretary of the board prior to the start of the meeting. Each member is expected to offer the support they are able, and if asked, will put in the needed time outside of the meetings to meet the expectations of the group as to help the All Together Now program grow.

All Advisory Board positions will have a term length of 1-3 years.

C. The Advisory Board shall:

The Committee will meet on a monthly basis and as needed for fiscal or management decisions

Conduct an annual performance evaluation of the Program Manager

Carry out hiring process for Program Manager position as well as potentially initiating and voting on the termination of Program Manager.

Support the Program Manager in the annual budgeting process and review.

Participate in recruitment of new board members as appropriate and outreach and awareness in the local communities.

Contribute to fundraising and grant seeking opportunities for the All Together Now program.

D. Board Composition:

- a. ATN Lead Youth Project Intern
- b. An MMUUSD School Board Member
- c. MMUUSD School Administration

- d. Healthcare and/or Public Health Professionals
- e. A United Way of Northwestern VT Prevention Center of Excellence /Community Impact Representative
- f. ATN Interns (Invite optional)
- g. Community Engagement Liaison Findhelp.org
- h. Community Members representing a diversity of the 5 towns (e.g. Selectboard or Planning Commission members)
- i. Municipality representatives representing a diversity of the 5 towns
- j. A representative of Community Senior Center of Bolton, Huntington, and Richmond
- k. University of Vermont Extension
- l. Business owner representatives representing a diversity of the 5 towns

E. Authority

- a. Make recommendations to the Program Manager.
- b. Decisions and recommendations must come from a group consensus; voting can be used as an effective method to come to a decisions when disagreements are present

Conflict of Interest Statement

No partner of the Advisory Board may vote on any issue that offers a direct financial gain for themselves individually, or the organization that they represent. They must declare their conflict of interest and abstain from any vote that impacts themselves or their organization. Should a partners with a conflict of interest choose to engage in the discussion, they must disclose their conflict. This includes all decisions with respect to funding and establishing priorities. The Advisory Board expects all partners and participants to conduct themselves in an ethical manner.

